

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 1100

Subsection: Records Management Policy

Revised September 05

Reference: ISDB Records Management Guide

Purpose: A Records Management Program will implement agency-wide standard procedures for managing all forms of official records (paper, electronic, etc) within all departments and operating locations of ISDB.

Policy:

The Idaho School for the Deaf and the Blind shall provide efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and dispositions of all State of Idaho records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition. A Records Management Officer (RMO) shall administer the agency's Records Management Program (RMP) which will coordinate records keeping and management operations and control the disposition of public records in accordance with state and federal laws and established procedures.

All Department Heads are responsible for the implementation and operation of effective RMP file operations, transfers and dispositions, and other records maintenance activities within their areas of responsibility. A Department Records Coordinator will be designated for each department to provide support for the RMO and to oversee RMP operations within their assigned area.

Procedure:

The Records Management Officer will work with Records Coordinators to ensure that:

- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act.
- All information systems preserve the integrity and accessibility of public records for the duration of the established retention periods (per agency retention schedule).
- Only active (referred to at least once per month) records are stored in limited/valuable office space.
- Non-current records will be shifted to low-cost, agency records center storage on a regular basis.
- Records essential to agency authority and operations must be adequately protected from damage or loss.
- The ISDB is prepared to recover or replace records damaged or lost in a disaster.
- Historically valuable records are preserved and transferred to the State Archives, as appropriate.
- Records are properly disposed of/destroyed at the end of their retention period(s) specified on the approved agency retention schedule.

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Development of Records Retention and Disposition Schedules:

All ISDB Departments will maintain records retention and disposition schedules and destroy, transfer, or otherwise properly dispose of records in accordance with the approved schedule. The RMO will maintain the Master Records Management & Retention Schedule and coordinate all requests for destruction of records.

One-Time Destruction of Obsolete Records:

Prior to the implementation of the records management program, a one-time destruction of obsolete records may be made under the supervision of the Records Officer. Prior to such destruction the Records Officer will submit to the Superintendent for approval detailed lists that identify which records we intend to destroy. (NOTE: This section will be removed from the Policy during the first revision cycle following implementation of the ISDB-RMP.)

Annual Inspection and Disposition of ISDB Records:

- All non-current records will be purged and properly disposed of in accordance with the Master Retention Schedule. (Proper disposition of non-current records will take place throughout the year, when it is apparent that these “working papers” have lost any effective use within the office.)
- Decisions on which records to retain, archive or destroy will be made by the Records Coordinators in consultation with Department Heads and the RMO.
- All departments will provide the RMO suggestions for revisions to the Master Retention Schedule. (Suggestions may be made at any time during the year.)
- The RMO and department coordinators will advise department personnel on requirements for completing the proper paperwork for appropriate disposition of records in accordance with the State and ISDB Programs.

Archiving of ISDB Records:

An archives site will be established at the ISDB Headquarters’ campus to store inactive records and shall insure the security of such records from deterioration, theft, or damage during the period of storage and shall include fast, efficient retrieval of information from these stored records.

Revised/Approved September 2005
Harvey W. Lyter III, Interim Superintendent